



# ROCKFORD AREA SCHOOLS

*A Tradition of Excellence, One Student at a Time*

## Rockford Area School COVID-19 Employee Plan

The district will be following the executive plans from the Governor's office. If a position can work from home, they must do so. Positions that cannot work from home, will be working onsite.

Decision-Making Factors:

- Recommendations from MN Department of Health, MN Department of Education, and other government agencies; and
- Safety and well-being of employees

### Employee Requirements:<sup>1</sup>

All employees are expected to DO THE FOLLOWING:

1. Stay home if sick or ill;
  2. To make all reasonable efforts to respect social distancing (spaced 6 or more feet apart) while working and at all times.
  3. To make all reasonable efforts to practice good hand hygiene, cover all coughs and sneezes
  4. Promptly notify your supervisor of any COVID-19 related concerns.
- **What if I am sick?** If you are ill, you are required to stay home. Don't come to work if you don't feel well, have a fever, or exhibit symptoms of COVID-19. This may include, but is not limited to, one or more of the following symptoms: fever, cough, shortness of breath or difficulty breathing, chills, headache, muscle pain, sore throat, new loss of taste or smell.<sup>2</sup>
  - **Who do I contact if I am sick?** You are required to promptly notify your immediate supervisor. If your condition is COVID-19 related, you will be contacted by our District Health Office Staff.
    - Any employee who intentionally and/or knowingly appears at work with the symptoms stated above, may be subject to discipline.

<sup>1</sup> These guidelines apply to district employees or staff only. Different guidelines may be implemented for third parties, vendors, parents, or students.

<sup>2</sup> For a helpful tool in determining whether you should see a medical provider or get tested, please see <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp> The District cannot offer medical advice.



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Any employee who fails to report to their immediate supervisor upon becoming reasonably aware of such symptoms on, or in advance, of a work day may be subject to discipline.

- **What if I have a fever or I am hot?** If you feel hot, please take your temperature before entering the building or coming to work. If your temperature is 100 degrees or higher, notify your immediate supervisor and do not enter the building. Once you contact the District Health Staff that your symptoms are gone, further advice will be given upon your return to work.
- **Masks/Face Shield- You must wear a mask if directed by your immediate supervisor.** Masks may be required by the school district for public and staff health, especially in situations involving frequent interaction with the public. **Masks should be worn in public areas or settings where other social distancing measures are difficult to maintain.**  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- **While at work, all employees are expected to:**
  - When using common areas like (copier, printer, fridge, microwave, file cabinets, time clocks, etc.) be sure to use hand sanitizer before and after use.
  - Hand wash often with soap and water. Practice diligent hand hygiene.
  - Avoid touching your face or mask - wash your hands if you do.
  - Make all efforts to cover any cough or sneeze.

## Buildings and Grounds COVID-19 Safety Response Plan

- More frequent cleaning and disinfecting all workspaces including offices, bathrooms, common areas, shared electronic equipment, and commonly touched surfaces.
- Refer to CDC: Cleaning and Disinfecting Your Facility (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.htm>) and CDC: Resources for Businesses and Employers (<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>).
- Work to increase air exchanges in rooms where feasible;
- Adding partitions to interactive areas with staff, students and/or general public.
- In the event that employees are exposed to a confirmed case of COVID-19, the immediate physical area will be physically evaluated and left untouched for three (3)



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days. Subsequently, a deep clean of the area will be completed at the direction of the Director of Buildings and Grounds.

- Employees should enter doors that are marked “Entry” and leave through doors that are marked “Exit” to minimize employees passing each other.
- Where it is helpful, provide directional and 6-foot distance markings on the floor of office/mailroom/copy areas. Possible entry/exit doors to mail room/work room to minimize employees passing each other.
- In areas of more frequent traffic, post signage at building entry regarding masks, hand hygiene around restrooms and common areas, and social distancing (example poster will be provided).
- Employees should provide their own water bottles, as drinking fountains will be disconnected per CDC guidelines.
- Remove unnecessary furniture and supplies from office areas (to minimize cross contamination).
- Prop open interior doors during the day to minimize touching door handles.
- Custodians will also disinfect office areas each night.
- Playground equipment is disinfected daily.
- Determine staggered shift schedule, alternative work locations, and logistics.
- Ensure a thermometer is at each building and available to staff.
- More procedures specific to the department will be shared directly with maintenance employees.

## COVID-19 LEAVE INFORMATION

Staff safety is our highest priority. We must all work together to ensure a safe work environment. The District is centralizing COVID-19 related reporting so we can actively monitor employee safety and to help ensure consistency in the application of updated COVID-19 related procedures.

Please know that there are alternate leave options available in COVID-19 related situations such as when you are sick or awaiting the results of a test. We will work with you, but we must trust each other to have workplace conversations that maybe we did not have six (6) months ago. It’s ok to ask questions and raise concerns.

**One of the most important changes is what to do when you get sick. Moving forward, if you are sick or become exposed to COVID-19, you MUST notify your immediate supervisor as a condition**



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of employment. If you are unable to contact your supervisor, you may contact the District Health Office or Human Resources.

## 1. When do I have to notify my immediate supervisor about a possible COVID-19 related issue?

**Answer:** All staff should report to your immediate supervisor or District Health Office if any of the following apply.

- You have been diagnosed with COVID-19.
- You have received a self-quarantine order from a medical professional or asked to self-isolate by a federal or state agency or authority;
- You are sick with flu-like symptoms.
- You are sick with COVID-19 like symptoms.
- You have a fever or had a fever within the last 72 hours.
- You have been in close physical proximity to a person who you actually know has been diagnosed with COVID-19 by a medical professional.
- You have a person in your immediate household with whom you cohabitate on a daily basis who is sick or awaiting a COVID-19 test result.

## 2. What should I do if I am sick and/or believe I have COVID-19?

**Answer:** Stay home. Notify your immediate supervisor or District Health Office. Contact your medical provider for further guidance.

(Symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. This is not a complete list.)

## 3. What should I do if I have COVID-19 related symptoms and/or I am waiting for a COVID-19 test?

**Answer:** Notify your immediate supervisor or District Health Office. Stay home.

## 4. What should I do if I test positive for COVID-19?

**Answer:** Notify your immediate supervisor or District Health Office immediately. Stay home.

## 5. What do I do if I have been exposed to someone who has tested positive for COVID-19?



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**Answer:** First, notify your healthcare provider. You may need to self-quarantine depending on the closeness and length of time of exposure. Second, notify your immediate supervisor or the District Health Office.

**6. What if someone in my immediate household thinks they have COVID-19 and/or is waiting for a test result?**

**Answer:** Stay home and notify your immediate supervisor or District Health Office.

**7. If I have flu-like or COVID-19 symptoms but I did not test, when can I return to work?**

**Answer:** Please reference the MDH Decision Tree for People with COVID-19 Symptoms <https://www.rockford.k12.mn.us/site/handlers/filedownload.ashx?moduleinstanceid=3905&dataid=8013&FileName=Decision%20Tree%20for%20People%20with%20COVID.pdf>

Prior to return, contact the District Health Office.

**8. Will I be notified if someone working in my building tests positive for COVID-19?**

**Answer:** If there is a reasonable basis to believe the safety of employees is an issue, the District will engage the Department of Health, to help ensure staff safety while protecting the privacy of protected personnel data.

**9. What do I do if I have an underlying health issue, over sixty-five years of age or I don't believe I can work on-site?**

**Answer:** Talk with your immediate supervisor and/or Human Resources if you have concerns with an underlying condition or over sixty-five years of age.

**10. What will the District do if employees are exposed to a confirmed case of COVID-19?**

**Answer:** The immediate work area will be physically evaluated for a minimum period of 3 work days or 7 calendar days, whatever is longer. Employees may be reassigned to a new physical area. Depending on the circumstances, other safety protocols may be implemented. (MDH guidelines will be followed in these events.)

**11. What are my leave options for COVID-19? And what about the new federal leave I heard on TV or read about online?**

**Answer:** The District will comply with all applicable laws and government directives. Please review the following information: <https://www.dol.gov/agencies/whd/pandemic/ffcr-employer-paid-leave>



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## Additional COVID-19 Employee Information

**Who can I go to about workplace safety concerns related to COVID-19?** You are encouraged to discuss your concerns with your immediate supervisor. However, you are not required to follow the chain of command about safety concerns and you should feel free to discuss your concerns with any supervisor or District Health Office. The District is prohibited from retaliation in response to an employee bringing forward any concern or complaint about workplace safety in good faith.

**Who is the designated administrator responsible for COVID-19 issues and their impact on staff in the workplace?** The Superintendent in collaboration with Human Resources and other district level personnel are responsible for COVID-19 issues that impact the staff in the workplace.

**What about my COVID-19 rights?** For questions about any of your rights, you may contact your supervisor, District Health Staff or Human Resources.

For a helpful summary of worker's rights related to COVID-19:

[http://www.dli.mn.gov/sites/default/files/pdf/MN\\_worker\\_protections\\_related\\_to\\_COVID\\_19.pdf](http://www.dli.mn.gov/sites/default/files/pdf/MN_worker_protections_related_to_COVID_19.pdf)